



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

Approved
7/17/08

OPERATIONS COMMITTEE MEETING MINUTES May 15, 2008

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Diana Baumbauer, <i>Co-Chair</i>	Ted Liso	Jim Chud	None	Marc Hauptert
Nettie DeAugustine, <i>Co-Chair</i>	Manuel Negrete	Robert Sotomayor		Dawn McClendon
Carla Bailey				Jane Nachazel
Al Ballesteros	Elizabeth Mendia			James Stewart
Anthony Bongiorno	Jocelyn Woodard			Craig Vincent-Jones
Michael Green				
Mike Johnson				
Dean Page				
Natalie Sanchez				

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- 1) **Agenda:** Operations Committee Agenda, 5/15/2008
- 2) **Minutes:** Operations Committee Meeting, 4/17/2008
- 3) **Roster:** Los Angeles County Commission on HIV, 5/09/2008
- 4) **Table:** Commission on HIV Overall Attendance Percentages, *July-December 2007*
- 5) **Matrix:** Commission on HIV Nominations Scoring, 4/11/2008
- 6) **Commissioner Application:** Robert Sotomayor, 4/30/2008
- 7) **Commission Nominee Evaluation/Scoring Form:** Blank Form
- 8) **Table:** Los Angeles County HIV Comprehensive Training Plan, 2/21/2008
- 9) **Table:** Assessment of the Administrative Mechanism, Recommendation Follow-Up Status, 7/10/2007

1. **CALL TO ORDER:** Ms. DeAugustine called the meeting to order at 12:35 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve April 17, 2008 Operations Committee meeting minutes (*Passed by Consensus*).
4. **PARLIAMENTARY REMARKS:** There were no comments
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments
6. **COMMISSION COMMENT, NON-AGENDIZED:** Mr. Page noted May was Hepatitis Awareness Month.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:** There was no report.

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9. OPEN NOMINATIONS PROCESS:

- A. **Member Interview/Nomination:** The Committee interviewed Robert Sotomayor, and approved his nomination to the Consumer, SPA #1 seat. The nomination will be forwarded to the Commission at its next meeting. Mr. Vincent-Jones noted Mr. Sotomayor helped meet the need for increased consumer Latino membership.
- ➡ Revise the scoring sheet so that each section's total score followed, rather than preceded, its breakdown.
- MOTION #3 (Johnson/Bailey):** Nominate Robert Sotomayor to the SPA #1 Consumer seat (*Passed by Consensus*).
- B. **Latino Recruitment:** Mr. Ballesteros noted that the Latino membership recruitment strategy meeting to be hosted by Supervisor Molina's office had to be rescheduled.

10. COMPREHENSIVE TRAINING:

- Mr. Vincent-Jones reported that Ryan White legislation charged planning councils with member comprehensive training. The Committee discussed the matrix of comprehensive training that identifies educational topics and formats for planning body (Commission and PPC) members, consumers and providers.
 - Once the training goals have been identified, the Committee will inventory what trainings/training materials are already available, and what curricula must be developed by the Commission, OAPP, and/or in collaboration with other partners. Once the trainings that need to be developed are identified, the Committee will prioritize its work—starting with Commission member training efforts. Emily Gantz McKay has been identified as a consultant who can help with the project, if needed.
- ➡ Discuss the inventory on trainings with Provider Support Services at OAPP, and bring a revised/updated matrix to a subsequent Operations Committee meeting.

11. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):

- A. **CY 2009 AAM:**
- Mr. Vincent-Jones noted the AAM was an annual legislative requirement to ensure funds are disbursed quickly and in accord with a planning council's priorities and allocations. It could also review other administrative issues. Last year the Commission approved a plan entailing a general AAM bi-annually with a more topical AAM in intervening years.
 - The selected topic for this year's AAM topical analysis—contract/provider monitoring—is no longer relevant (because OAPP has entirely revamped the process). The Committee will dedicate this year's AAM to reviewing and assessing the County's recent receipt and disbursement of MAI funds in 2007.
- ➡ Develop a Scope of Work (SOW) with deliverables and timetables for Mr. Hauptert to begin work on MAI-focused AAM.
- MOTION #4 (Johnson/Bongiorno):** Approve change of AAM subject to a review the acceptance and disbursement of MAI funds, what that cost the County, and how the County approval process impacted service procurement and delivery (*Passed by Consensus*).
- B. **Recommendations Monitoring:** Mr. Vincent-Jones reminded the Committee that it should resume the quarterly review/oversight of prior years' AAM recommendations.
- ➡ Update the AAM recommendation monitoring tool to reflect the status of the EMA's response to AAM recommendations from prior years.

12. **CONSUMER CAUCUS:** The Caucus cancelled its May meeting and will meet on June 18 in Antelope Valley. It was noted the May Revise budget proposal reduced Medi-Cal, especially for undocumented immigrants and home-health support, but restored some ADAP funds previously targeted for reduction.

13. **COMMITTEE WORK PLAN UPDATE:** Ms. De Augustine and Mr. Vincent-Jones would be working on the plan.

14. **COMMISSION OPERATIONS:** The item was postponed.

15. **ORDINANCE REVISIONS:** The item was postponed.

16. **COMMITTEE ACTIVITIES:** The item was postponed.

17. **COMMUNITY RELATIONS:** The item was postponed.

18. **POLICIES AND PROCEDURES:** The item was postponed.

19. **NEXT STEPS:** The item was postponed.

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20. **ANNOUNCEMENTS:**

- Ms. Baumbauer said LAFAN and OAPP were working to develop more transitional case management in prisons.
- She added that Part D grantees were being audited by the Congressional GAO. Survey pieces were being developed and grantees would be in Washington to discuss indirect and administrative costs the following weekend. The audit was begun about a year ago by Congressional request. Part C grantees have previously been audited.
- Dr. Green announced all OAPP staff would be moved by the following weekend. Reception was now on the 10th Floor.
- Long Beach Gay Pride would be the following weekend.

21. **ADJOURNMENT:** The meeting was adjourned at 2:50 pm.